NEO2™

Quick Guide

Contact Information

United States

Renaissance Learning
PO Box 8036
Wisconsin Rapids, WI 54495-8036

Technical questions or problems:
Telephone: (800) 338-4204
Email: support@renlearn.com
Website: www.renlearn.com/support

Purchase NEO products, general information, or sales questions:
Online store: www.renlearn.com/store/
Phone: (800) 338-4204
Email: answers@renlearn.com

Europe, Middle East, and Africa

Technical questions or problems:
Phone: +44 (0)20 7184 4000
Email: neosupport@renlearn.co.uk

Latest support information:
Website: www.renlearn.co.uk/renaissance-zone

Purchase NEO products:
Website: www.renlearn.com/neonternational

United Kingdom

Technical questions or problems:
Tel: +44(0)20 7184 4000
Email: neosupport@renlearn.co.uk

Latest support information:
Website: www.renlearn.co.uk/renaissance-zone

Purchase NEO products:
Website: www.renlearn.co.uk/schools
(This website also provides a list of resellers and contacts for NEO products.)

Asia/Pacific, Canada, and Latin America

Technical questions or problems:
Contact your local reseller. If you do not have a local reseller, email Technical Support at support@renlearn.com.

Latest support information:
Website: www.renlearn.com/support/

Purchase NEO products:
Website: www.renlearn.com/neointernational

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WHAT'S IN THE NEO 2 KIT?

You'll find these items in the NEO 2 kit:

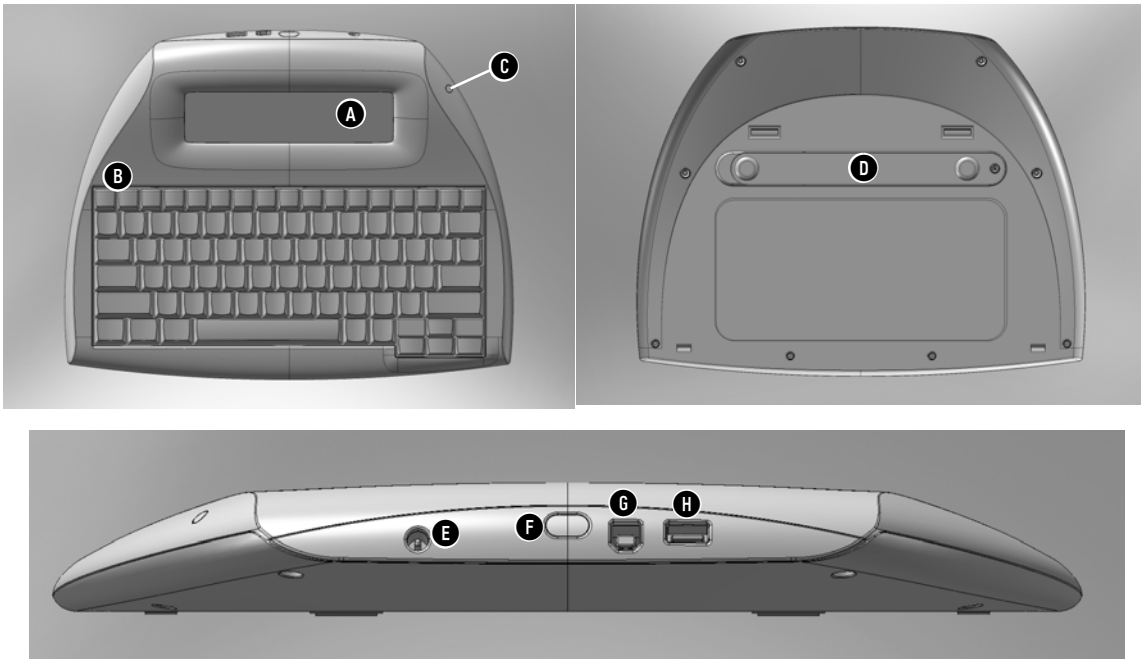
- your NEO 2
- a standard USB cable for connecting the NEO 2 to your computer or printer
- the NEO Manager installation CD
- the NEO 2 Documentation CD, which includes your manuals
- the *NEO 2 Quick Guide* (this document)

If you ordered a SmartOption Mobile Lab or a Classroom Bundle, you've also received the following:

- for the SmartOption Mobile Lab only, the SmartOption Cart with AlphaHub
- NEO 2s
- a Renaissance Receiver
- USB cables
- the NEO Share CD
- the AccelTest software serial number
- the *AccelTest Software Installation Guide* and software CD
- a #1 Phillips screwdriver for removing the NEO battery compartment cover as needed
- the *SmartOption Mobile Lab Setup for NEO 2* poster
- the *NEO 2 User Manual*
- the *NEO 2 Teacher's Desktop Quick Reference*
- the *NEO 2 Resource Guide for Use with 2Know!*
- the 2Know! Toolbar CD
- the *NEO Share User Manual*
- keyboarding wall charts
- a poster about taking Accelerated Reader quizzes on the NEO 2
- a letter to teachers
- an extended warranty form

About the NEO 2

The drawings below will help you identify the parts of your NEO 2:



- **A** The NEO 2 screen.
- **B** The keyboard. The top row includes keys that are unique to NEO, including on/off, the eight file keys, spell check, find, clear file, home, end, applets, and send.
- **C** The green light is on when your NEO 2 is connected to a computer, to a SmartOption Mobile Lab, or to an AC adapter. If your NEO 2 has a rechargeable battery pack, a green light means the batteries are charged; amber means they are being charged.
- **D** The battery compartment cover.
- **E** The connection point for the AC adapter cord (for NEOs with the rechargeable battery pack).
- **F** The IR port for infrared beaming between NEOs or between a NEO 2 and a computer.
- **G** The port for connecting NEO 2 to a computer using a standard USB cable.
- **H** A USB port for connecting NEO 2 directly to a printer.

REMOVING THE BATTERY TAB

If you purchased the rechargeable battery pack, *install it instead of the batteries and connect the cable on the battery pack to the matching cable next to the NEO 2 battery compartment. Then, connect the AC adapter to your NEO 2 and plug it into an outlet as soon as possible after receiving the NEO 2. Charge the unit for at least 16 hours the first time; charge it 4–8 hours subsequent times. For more information, see the* NEO 2 User Manual *on your NEO Documentation CD or at www.renlearn.com/neo/downloads/.*

If your NEOs came with standard AA batteries, the batteries are installed when you receive the NEOs, but before you begin using the NEOs, you need to remove the battery tab. This tab keeps the batteries from powering the NEOs until you are ready to use them.

On the back of each NEO, pull the tab Ⓐ until it comes out of the battery compartment.

For more information about batteries and how to get the longest battery life, or to replace batteries, see the *NEO 2 User Manual* on your NEO Documentation CD or at www.renlearn.com/neo/downloads/.

STARTING THE NEO 2 OR SHUTTING IT DOWN

To start the NEO 2, press the **on/off** key in the upper-left corner of the keyboard. The NEO 2 will start AlphaWord Plus, and you can begin typing immediately in the open file if you wish.

Notice that you have eight files available to type text in; to switch between files, press one of the **file** keys (file 1, file 2, etc.). You can also save and name files on your NEO 2. For more information, see the *NEO 2 User Manual* on the Documentation CD or at www.renlearn.com/neo/downloads.

NEO 2 shuts down automatically to save battery power if you don't use it for a certain amount of time. The default time is 4 minutes, but you can change it by pressing **option-⌘-T** or using the Idle Time System setting in NEO Manager.

If you change the idle time setting, the change doesn't affect the Accelerated Reader or Responder SmartApplets. The Accelerated Reader SmartApplet shuts down after 10 minutes of inactivity. The Responder SmartApplet shuts down after 30 minutes of inactivity.

INSTALLING NEO MANAGER

The Renaissance Wireless Server Utility is automatically installed with NEO Manager. *This utility allows your Renaissance Receiver to communicate with Responders and NEO 2s as well as the NEO Share, AccelTest, Accelerated Math RP, Accelerated Reader RP, MathFacts in a Flash RP, NEO Manager, Google Docs, or 2Know! Toolbar software. It also allows wireless radio frequency printing from NEO 2.*

NEO Manager helps your computer work with NEO 2. It lets you do the following:

- Get files from your NEO 2 so you can view, save, and/or print the files.
- Send files from your computer to your NEO 2. Files may include lessons, instructions, or just text files that you want to work in on the NEO 2.
- View reports about student work in KeyWords on the NEO 2 and synchronize the data with Renaissance Place. For more about KeyWords, see page 32.
- Install or remove SmartApplet programs on your NEO 2.
- Change settings for your NEO 2 or for one of the SmartApplets on NEO 2.
- View the items you're about to send to the NEOs and select the NEOs to send them to.

For more information about NEO Manager, see the *NEO 2 User Manual* on your NEO Documentation CD or at www.renlearn.com/neo/downloads. To install NEO Manager, see the steps on pages 7–8 for your type of computer.

Installing NEO Manager on Windows Computers

NEO Manager works with Windows XP, Windows Vista, Windows 7, or Windows 8.

1. Make sure you're logged in to the computer as an administrator or that you have administrator privileges.
2. Insert the NEO Manager CD into your computer and view the contents of the CD.
3. Double-click the **setup.exe** file.
4. If your computer does not have Microsoft .NET Framework 4.0 Full, you will see a message telling you that NEO Manager requires it. Click **Install**.

   On Windows 8, instead of seeing the .NET installer, you will be notified that an app needs the feature; click **Download and install this feature**.
5. When the NEO Manager installation wizard opens, click **Next >** in the first panel.
6. Read the license agreement. You can print the license if you wish by clicking the button provided. Click the first option to accept the terms and click **Next >**.
7. If you already have Renaissance Wireless Server installed, you may see a screen that tells you that it is using files that need to be updated. Leave the first option selected (**Automatically close and attempt to restart applications**) and click **OK**.
8. *On 64-bit computers only,* this happens next:
   a. A message will tell you that 64-bit drivers must be installed. Click **OK**.
   b. The NEO Manager 64-bit Driver wizard will open. Click **Next >**.
   c. Leave **Complete** selected and click **Next >**.
   d. Click **Install**.
   e. Click **Finish**.
9. If your computer must be restarted, on the last panel of the NEO Manager installation wizard, click an option to choose whether to restart now or later. Then, click **Finish**.

   If a restart is not required, leave the box checked if you want to see the Read Me file. Click **Finish**.
10. Start NEO Manager. In most Windows versions, you will find it in the Start menu. In Windows 8, you can find it in the list of applications available.
11. The first time you start the program, a Registration window will open, asking you to register your software. You can click **Now**, **Later** (to be reminded in two weeks), or **Never**.

    If you choose **Now**, you will go to the Renaissance Online Plus page. If you already have an account on the Renaissance Learning website, you

On Windows 7, *you may be asked whether you want to allow the program to make changes to your computer. Click* ***Yes*** *to continue.*

Registration for Renaissance Online Plus gives you *access to product tips and other useful information as well as notifications of software updates.*

can log in; if not, choose to create a new account. Once you are logged in, you can select your products and the information you would like to receive, then click **Submit**. When you have finished, click **Done**.

Installing NEO Manager on Macintosh Computers

NEO Manager works with OS 10.4.x, 10.5.x, 10.6.x, 10.7.x, or 10.8.x.

1. Make sure you're logged in to the computer as an administrator or that you have administrator privileges.
2. Insert the NEO Manager CD into your computer.
3. Double-click **NEO Manager Installer** on the CD.
4. Enter the administrator user name and password for this computer when the installer asks you to do so. Then, click **OK**.
5. Read the license agreement. (You can use the buttons to print or save it.) Then, click **Continue**.
6. Click **Agree** when the program asks if you want to agree to the license agreement.
7. Click **Install** to start the installation.
8. Click **OK** when a message tells you that your computer may be restarted automatically after installation.
9. The installer will ask if you want to add the program to the dock. Click **Yes** or **No**. The installation will finish. Your computer may restart.

   After installation, the folders where NEO Manager and the Renaissance Wireless Server Utility were installed will open.
10. To start NEO Manager, do one of the following:
    - If you have added NEO Manager to the dock, click the icon in the dock.
    - If you have not added NEO Manager to the dock, open the **Applications** folder, then the **AlphaSmart Manager 2** folder. Double-click **NEO Manager**.
11. The first time you start the program, a Registration window will open, asking you to register your software. You can click **Now**, **Later** (to be reminded in two weeks), or **Never**.

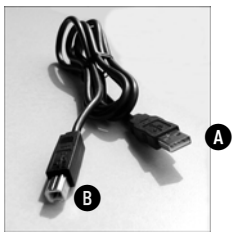
    If you choose **Now**, you will go to the Renaissance Online Plus page. If you already have an account on the Renaissance Learning website, you can log in; if not, choose to create a new account. Once you are logged in, you can select your products and the information you would like to receive. When you have finished, click **Quit**.

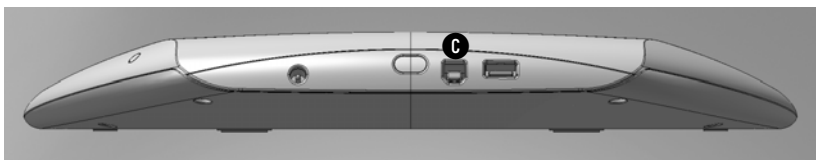
Registration on the Renaissance Learning website gives you *access to product tips and other useful information as well as notifications of software updates.*

CONNECTING NEO 2 TO YOUR COMPUTER

Connecting a Single NEO 2 to Your Computer

1. If this is the first time you have connected the NEO 2 to your computer, check the following:
   - Make sure you are logged in to your computer as an administrator or that you have permissions that allow the device drivers to load properly.
   - Start the NEO Manager software if it isn't already running on the computer.
2. Using the cable that came with the NEO 2, connect the thin, flat connector Ⓐ to your computer, and connect the square end Ⓑ to your NEO 2 at Ⓒ.





On Windows XP computers, *you may be notified that the driver is not certified for Windows XP. The driver will work for your system; to go on, click* ***Continue Anyway****.*

3. The first time you connect your NEO 2 to a Windows computer, the computer may notify you that it has found the hardware and installed the driver. If a hardware wizard appears, follow the instructions in the wizard.

   The first time you connect your NEO 2 to an OS 10 computer, a keyboard setup assistant will open. Follow the instructions in the assistant.
4. The message on your NEO will tell you that it is connected and remind you what keys to press to send a file or to switch files.

Connecting Multiple NEO 2s Using a SmartOption Mobile Lab

After installing NEO Manager, follow the *SmartOption Mobile Lab Setup* instructions to connect the cart of NEO 2s to your computer using AlphaHub.

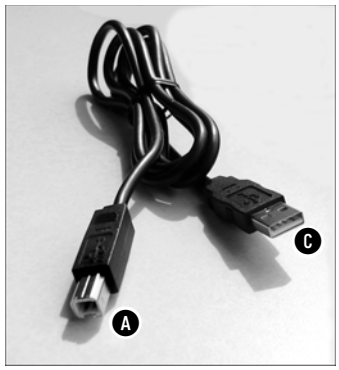
SETTING UP A RENAISSANCE RECEIVER

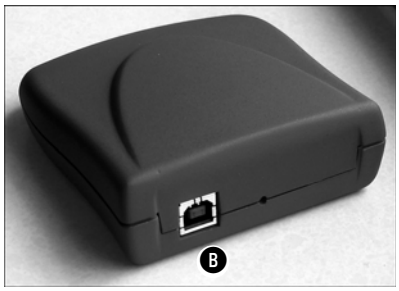
If you received or purchased a Renaissance Receiver, you can use NEO 2's wireless capabilities to print to your computer's default printer. You can also use NEO 2s with the 2Know! Toolbar program, NEO Share, AccelTest software, Accelerated Reader RP, MathFacts in a Flash RP, Accelerated Math RP, and Google Docs.

Connecting a Renaissance Receiver to Your Computer

Make sure you install NEO Manager (see page 6) before connecting the Receiver.

1. Find the Renaissance Receiver and the USB data cable.
2. Plug the end of the data cable that is nearly square Ⓐ into the connector on the back of the Receiver Ⓑ.





3. If this is the first time you have connected the Receiver to your computer, make sure you are logged in to your computer as an administrator or that you have permissions that allow the device drivers to load properly.
4. Connect the flat USB connector on the data cable Ⓒ to a matching USB port on your computer Ⓓ.

Naming the Receiver/Computer Connection (Network)

The Renaissance Wireless Server Utility is automatically installed with the NEO Manager software. *Make sure you've installed NEO Manager on your computer before you follow these steps.*

It's important to set a unique name for the computer/Receiver combination (network) so that students know they're connecting to the correct Receiver and computer when they use NEO 2 for quizzes or assignments. This is especially important if your school has more than one Renaissance Receiver. Follow these steps:

1. Start the Renaissance Wireless Server Utility. In most Windows versions, you can find it in the Start menu; in Windows 8, you can find it in the list of applications available. On Macintosh computers, you can find the utility in the Applications folder.
2. Type **1234** and click **OK** to log in. (This is the default Administrator PIN. If you have changed the PIN, enter your new PIN.) If necessary, click **Start**.
3. Click the **Server Settings** tab.
4. In the Network Name field, enter a new name. (Make sure the name is different from names used for other Renaissance Receivers within the building.)
5. Click **Update Network Settings**.
6. Click **OK** when the program finishes updating network settings. Make sure that any students who will be using NEO 2 or Responders to complete assignments, quizzes, or tests know which Receiver name to connect to.

Setting the Renaissance Place Address for Accelerated Reader, KeyWords RP, and MathFacts in a Flash

These SmartApplets require you to set the Renaissance Place address or RPID so that the SmartApplets can communicate with Renaissance Place as needed: Accelerated Reader, KeyWords RP, MathFacts in a Flash RP, and MathFacts in a Flash (offline). Follow these steps to set the URL:

1. Start the Renaissance Wireless Server Utility. In most Windows versions, you can find it in the Start menu; in Windows 8, you can find it in the list of applications available. On Macintosh computers, you can find the utility in the Applications folder.
2. Type **1234** and click **OK** to log in. (This is the default Administrator PIN. If you have changed the PIN, enter your new PIN.) If necessary, click **Start**.
3. Click the **Server Settings** tab.
4. Click **Renaissance Place Settings**.
5. Enter the web address or RPID for the Renaissance Place server with Accelerated Reader RP, KeyWords RP, and/or MathFacts in a Flash RP.

You can find the web address or RPID on the Software Requirements page in Renaissance Place; the RPID is also on your Renaissance Place Welcome page. After entering the address or RPID, click **Verify** to make sure the utility recognizes it as valid.

6. Click **OK** when the program verifies that the settings were changed successfully. (The OK button is available after you verify the address or RPID as described in step 5.)

SmartApplets Installed on the NEO 2

What Are SmartApplets?

SmartApplets are programs that are installed on your NEO 2. These programs allow you to write on the NEO 2, use it with AccelTest software, Accelerated Math RP, or the 2Know! Toolbar, take Accelerated Reader quizzes, complete MathFacts in a Flash school work, practice math facts offline, practice keyboarding skills, perform calculations, change settings, or "beam" files from one NEO to another.

Which SmartApplets Are Installed?

All NEO 2s come with these SmartApplets installed:

- **Responder**—The Responder SmartApplet allows you to use a NEO 2 as a student response system (similar to the Renaissance Responder). Students can use it to complete AccelTest assignments or Accelerated Math RP assisted-response assignments. You can also use this SmartApplet with the 2Know! Toolbar.
- **AlphaWord Plus—**This is the program that opens when you first turn on the NEO 2. The writing that you do on NEO 2 in files 1–8 is done in AlphaWord Plus.
- **Accelerated Reader—**If you have an active subscription to Accelerated Reader RP, you've installed NEO Manager on teacher computers, and you've connected Renaissance Receivers to teacher computers, students can use this SmartApplet on a NEO 2 to complete Reading Practice Quizzes (English and Spanish), Vocabulary Practice Quizzes, and Other Reading Quizzes.

- **KeyWords Wireless—**KeyWords Wireless allows students to learn and practice keyboarding.
- **MathFacts in a Flash RP—**If you have an active subscription to MathFacts in a Flash, you've installed NEO Manager on teacher computers, and you've connected Renaissance Receivers to teacher computers, students can use this SmartApplet to complete MathFacts in a Flash practices and tests for school. Students can master MathFacts in a Flash levels using this SmartApplet.
- **MathFacts in a Flash (offline)**—This SmartApplet allows students to practice math facts on their own, much as they would when they do Offline practice on Renaissance Responders or in Renaissance Home Connect. Work done in this SmartApplet is not counted as school work (students cannot master the levels), but the results can be sent to Renaissance Place. In Renaissance Place, the results of this practice work can be included in the MathFacts in a Flash Class Progress and Student Record Reports if you include the practice summary.
- **Control Panel—**The Control Panel allows you to change settings for the NEO 2 and for some SmartApplets.
- **Beamer—**Beamer allows you to send files to other NEOs without using cables (using infrared technology). You can disable beaming between NEOs on the NEO Manager Settings tab.
- **Calculator—**This program allows you to do calculations right on your NEO 2. (It can be disabled using the Control Panel settings; see the *NEO 2 User Manual*.)

The AlphaQuiz SmartApplet is not installed by default, but it can be downloaded from www.renlearn.com/neo/downloads/ and installed on US NEO 2s using NEO Manager. For more information about installing SmartApplets, refer to the *NEO 2 User Manual*.

About AlphaWord Plus

When you start your NEO 2, AlphaWord Plus opens automatically (unless you've changed settings to have another SmartApplet open.)

AlphaWord Plus is the program that lets you write on NEO 2. Simply press one of the **file** keys (file 1, file 2, etc.) to choose the file to write in and start typing. Characters are saved in that file as you type them; there's no need to worry about losing text if you accidentally shut off the NEO 2. The arrow keys, **backspace**, and **delete** all work as they do on a typical computer keyboard.

If you want to delete all of the text from one of the files, press **clear file**. Then, press **Y** for yes when the NEO 2 asks if you're sure you want to clear the file.

See the label on the back of your NEO 2 for a list of helpful keyboard commands*. These commands can help you perform tasks more quickly.*

To copy, cut, and paste text, you can use the same keyboard commands that you use in word processing programs on your computer. To copy text, select it and press **ctrl-C** or ⌘**-C**. To cut text, select it and press **ctrl-X** or ⌘**-X**. To paste it, press **ctrl-V** or ⌘**-V**.

If you want to name and save a file so you can use the file space for other text, press **ctrl-S**. Then, type a name for the file and press **enter**. You can then clear the file space without losing the file you saved. To open a saved file again, press **ctrl-O**, move the cursor next to the file name, and press **enter**.

For more information about using AlphaWord Plus, see your *NEO 2 User Manual* on the Documentation CD or at www.renlearn.com/neo/downloads. This manual also explains how to send AlphaWord Plus files to services like Google Docs or retrieve files from Google Docs onto your NEO 2 (you must have a Renaissance Receiver, an Internet connection, and a Google Docs account).

NEO Text2Speech devices are available to read your AlphaWord Plus documents aloud as you write. If you have purchased a NEO Text2Speech device, refer to the instructions you received with it.

About the Responder SmartApplet

The Responder SmartApplet lets you use a NEO 2 as you would use a Renaissance Responder. You can use NEO 2 with the AccelTest Software, Accelerated Math RP, and the 2Know! Toolbar.

You can't use the Responder SmartApplet with more than one program at a time. If you have both AccelTest and Accelerated Math RP, or if you have the 2Know! Toolbar and one of these programs, you should only have one of the three programs open at a time.

Before you use the Responder SmartApplet, make sure you've done the following:

- installed NEO Manager (see page 6)
- connected a Renaissance Receiver to your computer (see page 10)
- named the Renaissance Receiver network (see page 11).
- installed the Renaissance Responder client program on your computer if students will be using NEO 2 with Accelerated Math RP (see the *Accelerated Math Software Manual* on the Renaissance Place Manuals page for instructions)

NEO Manager is needed because it installs the Renaissance Wireless Server Utility, which is used by all programs that use the Renaissance Receiver.

How to Start the Responder SmartApplet

1. Press **on/off** to turn NEO 2 on.
2. Press **applets**.
3. Make sure the cursor is next to **Responder**; then, press **enter**.
4. If you have connected to a Renaissance Receiver before, NEO 2 will ask if you want to stay connected to it. Press **Y** for yes or **N** for no; then, press **enter**.

   If you haven't connected to a Renaissance Receiver before, you will see a list of Receivers (networks). Use the arrow keys to highlight the one you want to connect to; then, press **enter**.

Using NEO 2 with AccelTest Software

In AccelTest, when you choose "Responder" or "NEO 2 Only" as the scoring method for an assignment, students can use a NEO 2 instead of a Responder to enter their answers. *Students can use NEO 2 to complete in-class assignments, but not homework;* also, the Notes feature cannot be used with NEO 2. You cannot assign an owner to NEO 2s as you do to Renaissance Responders in AccelTest.

You can also use NEO 2s with teacher-paced sessions, *in which students submit their answers at the same time for the questions you ask in class. For more information, refer to the* AccelTest User Manual.

As with Renaissance Responders, teachers can start a student-paced session so students can complete assigned work that can be done with a NEO 2. Teachers should make sure students have their IDs from the AccelTest Gradebook. (IDs are also available in the AccelTest Student ID Report.) Once the student-paced session has been started, students follow these steps to complete the assignment:

1. Start the Responder SmartApplet as described in the previous section.
2. Type your student ID from the AccelTest Gradebook and press **enter**.

3. If you have only one assignment, the program will ask if you are ready to work on it. Press **Y** for yes to continue; then, press **enter**.

   If you have more than one assignment, the program will ask which one you want to work on, and it will list the assignments. Press the letter for the assignment you want; then, press **enter**.

4. Choose or type an answer for each question in the assignment; then, press **enter**. Use the letter keys for multiple-choice questions, **T** or **F** for true/false questions, and **Y** or **N** for yes/no questions. For numeric-response or short-answer questions, simply type the answer. **Note:** If the assignment is printed, it may include some questions that you can't answer on NEO 2, such as essay questions; answer these questions on paper.

   You can answer the questions in order or use these commands to go back or to go to a specific question:

To do this…	…press these keys:
Scroll through a question.	Press ↑ and ↓.
Go forward or back one question.	Press ⌘-**?**. Arrows (⬍) will appear to the right of the question number. As long as you see those arrows, you can press ↑ to go back one question or ↓ to go forward one question. Press ⌘-**?** again when you want the arrow keys to scroll through the question instead.
Go to a specific question number.	Press **find**, type the question number, and press **enter**.
Go to the end of a question.	Press ⌘-↓.
Go to the beginning of a question.	Press ⌘-↑.
Switch scrolling between the question and answers in multiple-choice questions on NEO 2.	On NEO 2, if both the question and the answer choices require scrolling, you can press the **tab** key or the ← or → key to switch between the question and answer. Then, use the ↑ and ↓ keys to scroll up or down.

5. When you've answered all the questions, the program will ask if you are ready to submit your work. Press **Y** to finish or **N** to go back and review the questions.

   When the assignment is complete, your score may be shown; if so, press any key when you're ready to leave that screen. The NEO 2 will go back to the SmartApplets list.

Using NEO 2 with Accelerated Math RP

If you have an active subscription to Accelerated Math RP, students can use a NEO 2 to complete *paper* assisted-response (multiple-choice) assignments if the Scoring preference for the class allows students to use Renaissance Responders.

For a list of things you need to do before using Accelerated Math with the Responder SmartApplet on NEO 2s, *see page 14.*

The Renaissance Responder client program must be installed on your computer before you can use either Responders or NEO 2 with Accelerated Math RP. (See the *Accelerated Math Software Manual* on the Renaissance Place Manuals page.) As when students use the Renaissance Responders, the teacher must start the Renaissance Responder program at the computer and log in.

After students get a printed copy of the paper assignment, they can follow these steps to complete it using a NEO 2:

1. The teacher must start the Renaissance Responder program at the computer and log in.
2. Start the Responder SmartApplet (see page 15).
3. Enter the form number that is on the top of the printed assignment and press **enter**.
4. If NEO 2 tells you to wait until your assignment is retrieved, press **enter**.
5. When NEO 2 shows your name and form number, press **Y** for yes if the information is correct.
6. To answer each question, press **A**, **B**, **C**, or **D**; then, press **enter**.

   You can answer the questions in order or use the commands in the table below to go back or to go to a specific question:

To do this…	…press these keys:
Scroll through a question.	Press ↑ and ↓.
Go forward or back one question.	Press ⌘-**?**. Arrows (⬍) will appear to the right of the question number. As long as you see those arrows, you can press ↑ to go back one question or ↓ to go forward one question. Press ⌘-**?** again when you want the arrow keys to scroll through the question instead.
Go to a specific question number.	Press **find**, type the question number, and press **enter**.
Go to the end of a question.	Press ⌘-↓.
Go to the beginning of a question.	Press ⌘-↑.

7. When you've answered all the questions, the program will ask if you are ready to submit your work. Press **Y** to finish or **N** to go back and review the questions. Then, press **enter**.
8. If NEO 2 asks you to wait while your assignment is saved, press **enter**.
9. When the assignment is complete, the NEO 2 will ask you to get your TOPS Report at the printer; press any key. The NEO 2 will go back to the SmartApplets list.
10. When all students have finished their assignments, the teacher can click **End Session** in the Renaissance Responder program at the computer and close the program.

Using NEO 2 with the 2Know! Toolbar

Students can use NEO 2 to respond to questions from the 2Know! Toolbar. Teachers can use a NEO 2 to control the program as they would use a teacher Responder. For more information about using the 2Know! Toolbar, click the **Options** button in the program and choose **Getting Started**.

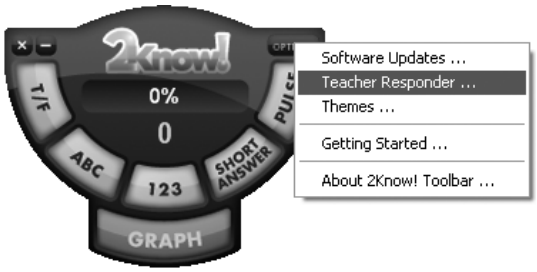
To help students answer multiple-choice, true/false, or pulse questions, *you can press* ***ctrl-caps lock*** *or* ***cmd-caps lock*** *on NEO 2 to put the Responder SmartApplet in "bubble mode." In this mode, when students type A–E, T, F, Y, N, G, or R, answer bubbles appear (similar to the ones on Responders) to help students see the available choices. The SmartApplet goes back to the standard text mode when you press* ***ctrl-caps lock*** *or* ***cmd-caps lock*** *again, exit the SmartApplet, or shut off the NEO 2.*

How Students Use NEO 2 with the 2Know! Toolbar

1. Start the Responder SmartApplet (see page 15).
2. Choose or type an answer for each question; then, press **enter**. Use the letter keys for multiple-choice questions, or **T** or **F** for true/false questions. For pulse questions, use **Y**, **J**, **T**, or **G** for yes/true/green and **N**, **F**, or **R** for no/false/red. For short-answer questions, type your answer.
3. When you've finished answering questions, the teacher shuts down the 2Know! Toolbar program. The next time you press **enter**, NEO 2 will tell you there is no session and ask if you want to search for networks. Press **N** for no; then, press **enter**.

How Teachers Use NEO 2 to Control the 2Know! Toolbar

1. In the 2Know! Toolbar program, click the **Options** button and choose **Teacher Responder** from the menu.



2. Click **Assign** in the Teacher Responder dialog box. The program will show you a PIN. Leave this dialog box open.
3. Start the Responder SmartApplet (see page 15).
4. When NEO 2 asks you to enter the Teacher Responder PIN, enter the one that is shown in your 2Know! Toolbar program. Then, press **enter**.
5. In the 2Know! Toolbar program, click **Close** to go back to the toolbar.
6. NEO 2 will list your options. Press **A** to ask a question, **B** to show a graph, or **C** to minimize the Toolbar on your computer or maximize it again; then, press **enter**.

   When you're viewing a graph, press **A** to stop receiving responses, **B** to close the graph, or **C** to reset so students can respond again; then, press **enter**. To mark or enter the correct answer, press **D** and **enter**; then, enter or select the answer.
7. When you've finished, you can unassign the NEO 2 so it is no longer meant for use by the teacher. Follow these steps:
   a. In the 2Know! Toolbar program, click **Options** and choose **Teacher Responder**.
   b. Click **Unassign** in the Teacher Responder dialog box.
   c. Click **Close**.

About the Accelerated Reader SmartApplet

The Accelerated Reader SmartApplet allows students to take English and Spanish Reading Practice Quizzes, Vocabulary Practice Quizzes, and Other Reading Quizzes using a NEO 2. The quiz information is sent to Accelerated Reader RP via a Renaissance Receiver.

Note: You can also use NEO 2 with Accelerated Math (see page 17) and MathFacts in a Flash (see page 23).

Things to Do Before Students Start Quizzing on NEO 2

Before students try to use this SmartApplet, make sure you've done the following:

- installed NEO Manager (see page 6)
- connected a Renaissance Receiver to your computer (see page 10)
- named the Renaissance Receiver (see page 11)
- entered the Renaissance Place address or RPID in the Renaissance Place Settings in the Renaissance Wireless Server Utility (see page 11)

The same preferences apply to students no matter where they take quizzes—*on NEO 2 or at a computer—so you only have to set the preferences once.*

- In Accelerated Reader RP, set the School and Classroom Student Quizzing preferences and the Other Reading Series preference for your class. (For instructions, see the *Accelerated Reader Software Manual*.)
- Make sure students know their Renaissance Place user names and passwords (the same ones they use to log in to Accelerated Reader on a computer).
- Make sure students know the quiz number. On NEO 2, students may only search for quizzes by quiz number. (You can include the quiz number on your book labels.)
- If you have younger students, explain how the questions and answers are displayed on the screen and how to use the arrow keys to scroll through questions or answers. (If you have a SmartOption Mobile Lab, you can use the poster you received to help you explain.)

How Students Use the Accelerated Reader SmartApplet to Take Quizzes

1. The teacher's computer must be on, with the Receiver connected. (You can use the teacher's computer for other things while students are quizzing; it doesn't need to be dedicated to quizzing.)
2. Turn the NEO 2 on and press **applets**.
3. Press ↓ until the cursor is next to **Accelerated Reader**. Then, press **enter**.

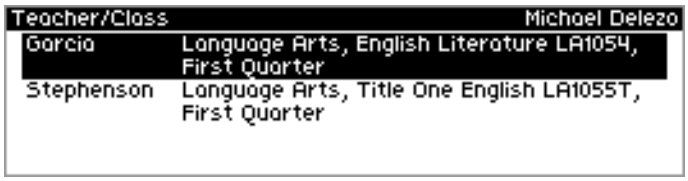
The name that you gave the Renaissance Receiver network is the one students will see in the Networks list. *See page 11 to find out how to change the name.*

4. The first time you use the Accelerated Reader SmartApplet, it will list the Networks that are available. (Networks are Renaissance Receivers connected to computers.) Use the ↑ and ↓ keys to highlight the Receiver you want to connect to; then, press **enter**.

   If you have chosen a Receiver before, the program may ask if you want to stay connected. Press **Y** for yes or **N** for no; then, press **enter**. (If you choose no, you'll need to select another Receiver.)
5. When the program asks for your user name and password, type your user name and press **enter** or ↓. Then, type your password and press **enter**.

6. If you have an unfinished quiz, the screen will ask if you want to finish it. Press **Y** for yes or **N** for no; then, press **enter**. If you choose yes, go to step 13. If you choose no, the teacher or quiz monitor must enter the monitor password.

7. If you are in more than one Accelerated Reader class, your classes will be listed. Use the ↑ and ↓ keys to highlight the class that you are taking this quiz for; then, press **enter**.



8. On the next screen, use the ↑ and ↓ keys to highlight the type of quiz you want to take (Reading Practice, Vocabulary Practice, or Other Reading). Then, press **enter**.

9. For Reading Practice and Other Reading quizzes, the Find Quiz screen will appear next. Type the quiz number and press **enter**. (If you chose to take an Other Reading Quiz, and none are available for your class, the screen will notify you. Press **enter**.)

   For Vocabulary Practice Quizzes, you will be asked how you want to find the quiz: by quiz number, by matching another quiz already taken, or by taking a ~Second-Try and Review Words~ quiz. Highlight an answer and press **enter**. If you chose to find the quiz by quiz number, type the number and press **enter**. If you chose to match a quiz already taken, highlight the quiz name and press **enter**; if there was only one matching vocabulary quiz, you won't be asked to select one.

10. If the quiz is available in both English and Spanish, the screen will list both. Use the arrow keys to select a quiz and press **enter**.

11. If the screen asks you how the book was read, use the arrow keys to select an answer; then, press **enter**.

12. The quiz title will be shown.

    If the monitor password is not required, press **Y** for yes to confirm that you want to take the quiz; then, press **enter**.

    If the screen asks for the monitor password, the teacher or quiz monitor must enter the Accelerated Reader monitor password and press **enter**.

You cannot substitute the NEO 2 master password for the monitor password. *You must use the monitor password set in Accelerated Reader RP.*

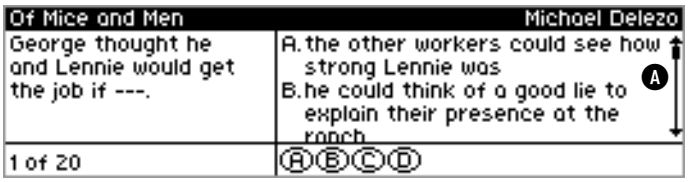
Note: If you are not allowed to take the quiz, the screen will notify you. Depending on the restriction, it may ask if you want to take a different quiz or tell you to press **applets** to log out. This message may appear for any of these reasons:

- There are date or time restrictions.
- You aren't allowed to take quizzes.
- No students are allowed to take this specific quiz.
- You have taken the quiz before.
- You have chosen a ~Second-Try and Review Words~ Quiz, but you don't have review words.

To stop a quiz, *press* ***ctrl-A*** *or* ***cmd-A****. Then, ask the quiz monitor or teacher to enter the Accelerated Reader monitor password and press* ***enter****.*

13. NEO 2 will show you one question in the quiz. To answer each question, press the letter for the answer you want to choose; then, press **enter** to go to the next question.

If you need to scroll to see all of the answers Ⓐ, use the up and down arrow keys. If the question is long and you need to scroll to see all of the question, you can use the up and down arrow keys to scroll in the question; then, press **tab** or → to switch to the answers so you can use the arrow keys to scroll there.


Of Mice and Men
Michael Delezo
George thought he and Lennie would get the job if ---.
A. the other workers could see how strong Lennie was
B. he could think of a good lie to explain their presence at the ranch
Ⓐ
1 of 20
ⒶⒷⒸⒹ

Your score is not affected by *your answer to the question about how you liked the book.*

14. After you enter your answer to the last question, you may be asked how you liked the book. Press the letter for the answer you want to choose; then, press **enter**.

15. If the screen asks for the monitor password, ask the teacher or quiz monitor to enter the password and press **enter**.

16. The Score Summary will show you how you did on the quiz. It may also show you information about the points you've earned.

If the summary asks if you want to see the questions you missed, press **Y** for yes or **N** for no and press **enter**. If you choose yes, you can see each missed question, your answer, and the correct answer. Press **enter** after you read each one.

17. A TOPS Report may be sent to the default printer for the teacher's computer. If the program asks what language you'd like to print the report in, use the arrow keys to highlight a language and press **enter.**

18. After you finish a Reading Practice Quiz, the program may ask if you want to take the matching Vocabulary Practice Quiz. Press **Y** for yes or **N** for no. Then, press **enter**.

19. The program will ask if you want to take a different quiz. Press **Y** for yes or **N** for no. Then, press **enter**. If you choose no, you will go back to the list of SmartApplets available on the NEO 2.

About the MathFacts in a Flash RP SmartApplet

This SmartApplet is for MathFacts in a Flash work at school. *Students can also practice math facts on their own using the MathFacts in a Flash (offline) SmartApplet.*

Students can use the MathFacts in a Flash RP SmartApplet to complete their school practices and tests on NEO 2 instead of at a computer.

Note: You can also use NEO 2 with Accelerated Reader (see page 19) and Accelerated Math (see page 17).

Things to Do Before Students Start Using the MathFacts in a Flash RP SmartApplet on NEO 2

Before students try to use this SmartApplet, make sure you've done the following:

- Have MathFacts in a Flash RP version 3.1 or higher on your Renaissance Place server.
- installed NEO Manager (see page 6)
- connected a Renaissance Receiver to your computer (see page 10)
- named the Renaissance Receiver (see page 11)
- entered the Renaissance Place URL in the Renaissance Place Settings in the Renaissance Wireless Server Utility (see page 11)
- In Renaissance Place, make sure your students have been added to the database and enrolled in a MathFacts in a Flash class.
- Make sure students know their Renaissance Place user names and passwords (the same ones they use to log in to MathFacts in a Flash on a computer).
- In MathFacts in a Flash RP, set the Classroom preferences. (For instructions, see the *MathFacts in a Flash Software Manual*.)
- If you have younger students, explain how the questions and answers are displayed on the screen and how to use the arrow keys to select answers.

How Students Use the MathFacts in a Flash RP SmartApplet to Work on Practices or Tests at School

Logging In and Choosing What to Work On

1. The teacher's computer must be on, with the Receiver connected. (You can use the teacher's computer for other things while students are working in MathFacts in a Flash; the computer doesn't need to be dedicated to this task.)
2. Turn the NEO 2 on by pressing **on/off**; then, press **applets**.
3. Press ↓ until the cursor is next to **MathFacts in a Flash RP**. Then, press **enter**.

The name that you gave the Renaissance Receiver network is the one students will see in the Networks list. *See page 11 to find out how to change the name.*

4. The first time you use the MathFacts in a Flash RP SmartApplet, it will list the Networks that are available. (Networks are Renaissance Receivers connected to computers.) Press ↑ or ↓ to highlight the Receiver you want to connect to; then, press **enter**.

   If you have chosen a Receiver before, the program may ask if you want to stay connected. Press **Y** for yes or **N** for no; then, press **enter**. (If you choose no, you'll need to select another Receiver.)
5. When the program asks for your user name and password, type your user name and press **enter** or ↓. Then, type your password and press **enter**.

   Note: If a message tells you that you are already logged in, you may have turned off the NEO without finishing your work. Press **applets** to leave the SmartApplet, then go back to step 3.
6. If you are in more than one MathFacts in a Flash class, your classes will be listed. Press ↑ or ↓ to highlight the class that you are doing work for; then, press **enter**.

If you have Renaissance Place installed on your own server (not hosted by Renaissance Learning), *your version of Renaissance Place does not support working at a previous level, so you will not be asked to choose whether to work at your current level or a previous one.*

7. The screen will give you a few options. Use the arrow keys to highlight the option you want; then, press **enter.**
   - **Work at your current level:** This allows you to practice or test at the level you are working on now.
   - **Work at a previously mastered level (if you have mastered at least one level):** Choose this if you want to challenge your best test time for a level.
   - **Español (or English):** This lets you choose to work in Spanish or switch back to English. If you choose Spanish (Español), you will work in Spanish until you log out; next time, you will need to choose it again.

Working at the Current Level

When you work at the current level, you may be asked whether to start a practice or test. If so, press **Y** for yes or **N** for no. Then, press **enter**.

If the screen shows you the results of your recent work without giving you choices, press **enter** to continue. Then, press ↑ or ↓ to choose what you want and press **enter**:

- To start a practice or test.
- To test at a new time goal.
- To go to the next level.
- To exit. Exit takes you back to either the results screen or the choice between working at the current level or a previously mastered level.

Working at a Previously Mastered Level

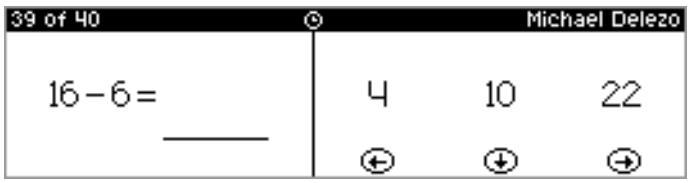
If you choose to work at a previously mastered level, follow these steps:

1. Press ↑ or ↓ to highlight the level you want to work on; then, press **enter**.
2. You will be shown a time goal and asked whether you want to start a test. Press **Y** to start the test or **N** not to start it; then, press **enter**.

If you have beaten the best time goal, *no goal (or a dash) is shown. In this case, you are simply trying to beat your best time.*

Answering Questions During a Practice or Test

During a practice or test, you'll see questions like the one shown below.



The way you answer the question depends on what you see on the screen:

- If you see arrows below the answers, press ←, ↓, or → and press **enter**. The circles below the answer choices will show you what keys to press to choose each answer.
- If you see letters below the answers, press the letter for the answer and press **enter**. The circles below the answer choices will show you what keys to press to choose each answer. (You can also press ←, ↓, or → instead of the letters shown.)
- If you don't see any answer choices, type your answer and press **enter**.

To change how students enter answers, *teachers change the Question Type preference in MathFacts in a Flash Renaissance Place (previously this was handled by the Student Answer Input preference). They can choose whether to have free-response or multiple-choice questions and whether to require students to select specific letters (shortcut keys) or answers. (If they choose to set shortcut keys, the arrow keys will still work as well.)*

Tips for practices and tests:

- During practices, the program will let you know if you enter or select an incorrect answer.

  If you select answers with arrow keys or letter keys, the program will put an X over the answer you chose and a box around the correct answer. Then, it will give you the chance to choose the correct answer.

  If you type your answers instead of selecting them, the program will put an X in the blank and then display the correct answer. Then, you can type the correct answer.

- During tests, you can press **esc** or **back space** to go back one question.
- If the time limit is almost up for the problem, practice, or test, a clock will flash in the middle of the black bar at the top of the screen. If you run out of time for the practice or test, the program will let you know.
- To stop a practice or test, press **ctrl-A** or **cmd-A**. If the NEO 2 asks for a monitor password, your teacher must enter the MathFacts in a Flash monitor password.

After a Practice or Test

After you finish the practice or test, the screen will show you how you did.

If the screen asks whether you want to practice now, press **Y** to practice or **N** not to practice now.

If the screen tells you to press **enter**, press it now. The next screen will give you choices. Press ↑ or ↓ to highlight the choice you want; then, press **enter**. Your choices might include:

- Whether to do another practice or test.
- Whether to do a practice, take a test, or exit. (Exit takes you to the choice between working at the current level or a previously mastered level.)
- Whether to test (try) again at a new time goal, try for a new goal at another mastered level, or move on to the next level. (Press **esc** to go back to the choice between working at the current level or a previously mastered level.)

A TOPS Report may be sent to the default printer for your teacher's computer.

If you have Renaissance Place installed on your own server (not hosted by Renaissance Learning), *you cannot work at a previously mastered level.*

The MathFacts in a Flash TOPS Report Preference setting *determines whether the report is sent to the printer automatically.*

Logging Out of the SmartApplet

When you would like to stop working in the MathFacts in a Flash RP SmartApplet, press the **applets** key. You will be logged out and will go back to the list of SmartApplets.

Using the MathFacts in a Flash (Offline) SmartApplet

About the MathFacts in a Flash (Offline) SmartApplet

The MathFacts in a Flash (offline) SmartApplet lets students practice math facts on their own. Students can take practices and tests just as they would for their MathFacts in a Flash school work, but there are some differences:

- Students cannot master levels in this SmartApplet.
- MathFacts in a Flash RP preferences do not affect this SmartApplet, so practices and tests are always assisted-response (multiple-choice).
- Students do not need to be in range of a Renaissance Receiver while they are working.
- Student work from this SmartApplet isn't automatically sent to Renaissance Place, and it isn't included on most MathFacts in a Flash reports. The history can be sent to Renaissance Place (see page 30), and it can be included on the Class Progress and Student Record reports if you choose to include the practice summary.

Opening the SmartApplet

1. With the NEO 2 on, press the **applets** key.
2. Use the arrow keys to highlight **MathFacts in a Flash (offline)**; then, press **enter**.

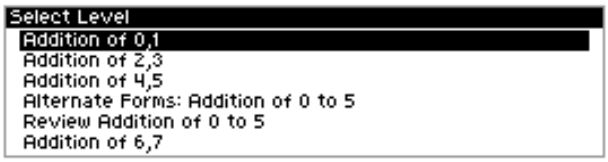
Practicing MathFacts in a Flash Levels or Taking Tests

Students follow these steps to practice a level or take a test. Practices include 20–40 problems. Tests always include 40 problems.

1. Open the MathFacts in a Flash (offline) SmartApplet.
2. Leave **Practice/Test** highlighted and press **enter**.
3. Use the arrow keys to highlight the type of math facts you want to work on as shown below. Then, press **enter**.

Levels that you have already worked on are marked with *. *Clearing the history clears the asterisks. The history is automatically cleared when you send it to Renaissance Place. You can also choose to clear the history when you print it or select the* ***Clear*** *option in the History menu. For more information, see page 31.*

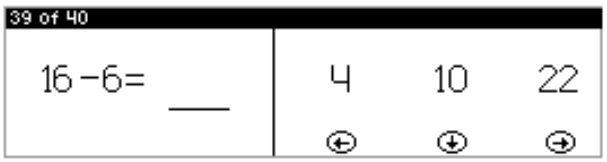
4. Next, use the arrow keys to highlight the level you want to work on. Then, press **enter**.



5. Use the arrow keys to highlight either **Practice** or **Test** on the Option screen. Press **enter**.

If you have tested on this level and the test is still in the history, *a practice will include any problems you missed on the test plus questions deemed difficult for the level.*

6. For each problem, press the arrow key for the answer that you want to choose; then, press **enter**. For example, to choose the answer "10" in the problem shown below, you would press ↓ on the NEO because that is the arrow shown below "10" on the screen.



For practices, if you choose the correct answer, a square will appear around the answer, and then the next problem will appear. If you choose the wrong answer, an X will appear over the answer you chose; then, a dotted square will appear around the correct answer. When the square disappears, choose the correct answer and press **enter**.

For tests, after you answer a problem, the next problem appears. The screen will not show you whether the answer was correct. For tests, you can go back one problem and change your answer by pressing **esc** or **backspace**.

If time is almost up for a problem, a clock icon will flash in the black bar at the top of the screen; choose an answer as soon as you can and press **enter**. If time runs out before you answer the problem, the next problem will appear.

7. After you answer the last question, the screen will show you how many problems you answered correctly out of the total number you saw. It will also show you which problems you answered incorrectly and their correct answers. You can use the arrow keys to scroll through the results.

When you are done, press **enter** to go back to the Select Level screen.

Viewing the History

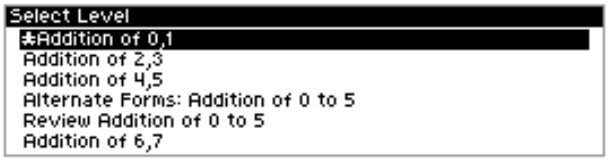
Students can view the history for one level or for all the work they've done in the MathFacts in a Flash (offline) SmartApplet.

Viewing the History for One Level

Students follow these steps to see a detailed history for one level.

1. Open the MathFacts in a Flash (offline) SmartApplet (see page 27).
2. Leave **Practice/Test** highlighted and press **enter**.
3. Use the arrow keys to highlight the type of math facts you want to see the history for as shown below. Then, press **enter**.

4. Next, use the arrow keys to highlight the level you want to see the history for. Only levels marked with an asterisk have history available since they are the only ones that you have worked on since the history was last cleared. Press **enter** after choosing a level.



5. Use the arrow keys to highlight **History**; then, press **enter**.

6. You will see the history of your work for this level. When you have finished reading the history, press **enter** to go back to the options for the level you selected.

Viewing the History for All Practices and Tests

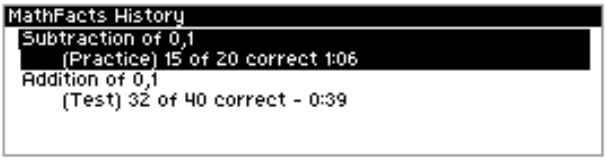
Students follow these steps to view the history of their practices and tests in the MathFacts in a Flash (offline) SmartApplet.

1. Open the MathFacts (offline) SmartApplet (see page 27).
2. Use the arrow keys to highlight **History**; then, press **enter**.

3. Leave **View** highlighted and press **enter**.

4. The next screen lists the activities you've done so far, including the level name, whether it was a practice or test, the number of problems you answered correctly, and the time you took.

   To see the full results for an activity (including a list of problems you answered incorrectly), use the arrow keys to highlight the activity; then, press **enter**.



5. When you have finished viewing full results for an activity, press **enter** or **esc** to go back.

Printing the History, Clearing It, or Sending It to Renaissance Place

Students follow these steps to print or clear the history or to send it to Renaissance Place.

1. Open the MathFacts (offline) SmartApplet (see page 27).
2. Use the arrow keys to highlight **History**; then, press **enter**.
3. You will see the MathFacts History screen:

   Use the arrow keys to highlight one of the options; then, press **enter**. Go to the steps for the option you chose.

Printing the History

To change the name of the Renaissance Receiver (network), *see page 11.*

a. First, you may be asked to either select a network or to confirm whether you want to stay connected to the last network you selected. (Networks are Renaissance Receivers connected to computers.) Choose a network or answer the question; then, press **enter**.

b. Next, you will be asked enter the student name or ID that you want printed on the history; type it and press **enter**.

c. After your history has been sent to the computer's default printer, you will be asked if you want to clear the history—that is, erase the history of the practice you've done so far in this SmartApplet. Press **Y** for yes or **N** for no; then, press **enter**.

If students are sharing NEOs, *clear the history after each session.*

Clearing the History

a. The next screen will ask if you are sure that you want to clear the history. (If you have not printed the history or sent it to Renaissance Place, the screen will also remind you of that.) Press **Y** for yes or **N** for no; then, press **enter**.

Sending the History to Renaissance Place

The history is cleared automatically when you send it to Renaissance Place. *Before you do this, you may want to print the history.*

a. If students don't know their PINs, on the Home page, under Renaissance Place, the teacher should click **Personnel, Students, and Parents**. Click **View Students**, then search for the students. In the search results, click the **Passwords** tab to see the students' PINS.

b. First, you may be asked to either select a network or to confirm whether you want to stay connected to the last network you selected. (Networks are Renaissance Receivers connected to computers.) Choose a network or answer the question; then, press **enter**.

Once the history has been sent, *teachers can see the information on the Class Progress Report and the Student Record Report if they include the practice summary.*

c. The next screen will remind you that the history is cleared from this NEO when you send it to Renaissance Place. To continue, press **Y** for yes, then **enter**. To stop without sending the history, press **N** for no, then **enter**.

d. Next, enter your MathFacts in a Flash PIN. Then, press **enter**.

e. The NEO will notify you when the history has been sent and cleared. Press **enter**.

About KeyWords Wireless

The KeyWords Wireless SmartApplet helps students learn keyboarding skills and practice keyboarding. These instructions will help you start using the SmartApplet; for more information, refer to the *NEO 2 User Manual* on the NEO 2 Documentation CD or at www.renlearn.com/neo/downloads.

If you are using KeyWords Wireless with KeyWords in Renaissance Place, in the Renaissance Wireless Server Utility, you must use the Renaissance Place Settings to enter the Renaissance Place address or RPID (see page 11). (If you are using KeyWords Wireless in offline mode, you don't need to enter the address; see the *NEO 2 User Manual* for more information.)

Starting the KeyWords Wireless SmartApplet

1. Press **applets** on the NEO 2.
2. Use the arrow keys to move the cursor next to **KeyWords Wireless**; then, press **enter**.

Adding Your KeyWords Students in NEO Manager

There are two ways to add students in NEO Manager version 3.7 or higher:

- You can import students from Renaissance Place.
- You can add the students' information manually.

When you add students in NEO Manager, they can then easily add themselves to the KeyWords Wireless SmartApplet on NEOs by entering their user names and passwords on the NEO 2s they will be using. (See page 33.)

Importing KeyWords Students from Renaissance Place

If you have a Renaissance Place subscription, you can import your students from KeyWords RP classes in Renaissance Place. Follow these steps:

1. In NEO Manager, click the **KeyWords** tab.
2. Click **Add**.
3. In the Wizard or Assistant, click **Import from Renaissance Place**. Then, click **Next >**.
4. Enter the web address for your Renaissance Place server and your user name or password. Then, click **Next >**.
5. If you have more than one school in Renaissance Place, click a school name. Click **Next >**.
6. Your KeyWords RP classes in Renaissance Place will be listed. Check the boxes next to the classes that you want to import students from; then, click **Next >**.

7. On the next panel, all students are checked. All checked students will be imported. If there are any students that you do not want to import, remove the check mark next to those students. Click **Next >**.
8. Read the summary; then, click **Import**.
9. Click **Done**. The students will be listed on the KeyWords tab.

Adding KeyWords Students Manually in NEO Manager

1. In NEO Manager, click the **KeyWords** tab.
2. Click **Add**.
3. Click the option **Manually enter student names**. Then, click **Next >**.
4. Enter each student's first name, last name, and the user name and password they will be using to log in to KeyWords on NEO 2. Then, click **Add**. Repeat this step for each student.
5. Click **Done** after adding the last student. The students will be listed on the KeyWords tab.

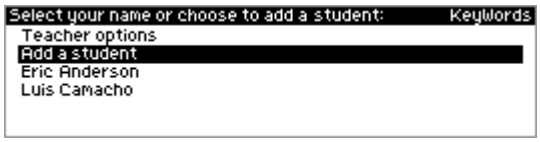
Adding Your KeyWords Students When KeyWords Wireless Is in Online Mode

If you are using offline mode, the steps for adding a student is different. *For details, see the* NEO 2 User Manual.

Normally, KeyWords Wireless is running in online mode, in which student data can be sent wirelessly to NEO Manager via the Renaissance Receiver. (See the *NEO 2 User Manual* for more information.) In this mode, after you add students to NEO Manager, students can do the following to add themselves to the NEO 2 that they will be using, or you can add them by following these steps.

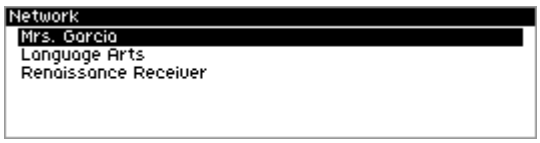
You can add up to eight students on each NEO. To avoid confusion on reports, don't add the same student to more than one NEO 2.

1. Start the KeyWords Wireless SmartApplet. (See page 32.)
2. Press ↓ once to highlight **Add a student**; then, press **enter**.



The name that you gave the Renaissance Receiver is the one students will see in the Networks list. *See page 11 to find out how to change the name.*

3. You may be shown a list of Networks that are available. (Networks are Renaissance Receivers connected to computers.) Use the up and down arrow keys to highlight the Receiver you want to connect to; then, press **enter**.



If you have chosen a Receiver before, the program may ask if you want to stay connected. Press **Y** for yes or **N** for no; then, press **enter**. (If you choose no, you'll need to select another Receiver.)

4. Enter the student's user name (from NEO Manager) and press **enter**. Then, enter the student's password and press **enter**.

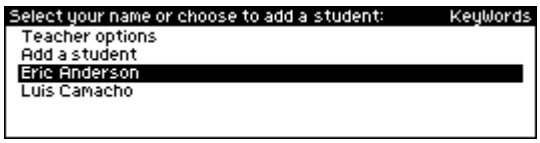
5. You will see a "Checking Settings" message, then "Adding new student." After this, you will return to the KeyWords starting screen, and the student who was added will be in the list.

If you make a mistake, *use the arrow keys to go to the line where there is a mistake; then, use the* ***backspace*** *key to erase it.*

How Students Start Using KeyWords Lessons

Students follow these steps to start working in the KeyWords Wireless SmartApplet:

1. Start the KeyWords Wireless SmartApplet (see page 32).
2. Press the ↓ key until your name is highlighted in the list. Then, press **enter**.



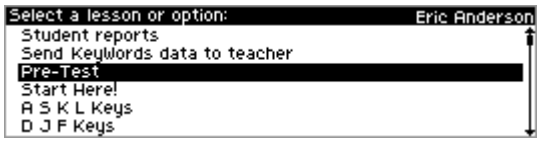
3. You may be shown a list of Networks that are available. (Networks are Renaissance Receivers connected to computers.) Use the up and down arrow keys to highlight the Receiver you want to connect to; then, press **enter**.

If you have chosen a Receiver before, the program may ask if you want to stay connected. Press **Y** for yes or **N** for no; then, press **enter**. (If you choose no, you'll need to select another Receiver.)

If you are using offline mode, you will not be asked to choose a Receiver. *For details, see the* NEO 2 User Manual.

4. Type your KeyWords password and press **enter**. (The password was assigned when you were added as a student.)

5. Move the cursor down until **Pre-Test** is highlighted; then, press **enter**.



The arrows on the screen *show you that there are more options above or below the ones you're viewing.*

6. For the pre-test, after viewing instructions, type the text as instructed. At the end of the pre-test, you will see how many words per minute (WPM) you typed and how many errors you made. When you finish, you will go back to the list of lessons.
7. After you complete the pre-test, you will return to the lesson list, where you'll see * next to the pre-test that you've completed. The * will appear next to each lesson as you complete it. A + will appear next to each lesson that you have started, but not finished.
8. To start the first lesson, press the ↓ key until **Start Here!** is highlighted; then, press **enter**.
9. Follow the instructions on the NEO screen to learn about the space bar and enter key, how to sit properly, and where to put your hands on the keyboard.
10. To choose another lesson that you want to complete (such as **A S K L Keys**) use the up and down arrow keys to highlight the lesson you want and press **enter**. (You may need to do the lessons in order depending on the setting of the KeyWords options; see the *NEO 2 User Manual* for more information on the settings.) For more information on the other lessons, see the next section.

How Students Complete Other KeyWords Lessons

In each of the other lessons, students go through three activities: Learn new keys, Use accuracy and speed builders, and Take accuracy and speed test.

As you complete each task, you can choose another option within this lesson, or you can select another lesson. To go back to a previous screen (such as the lesson list or the list of names), press **esc** until you get to that screen.

Learn New Keys

This part of the lesson helps you learn to type the keys. When you choose this option, KeyWords asks you to type the keys you're learning and to type combinations of the keys in different sequences. If you type the wrong key, KeyWords will make corrections, but if you continue to type the wrong keys, KeyWords will give you a hint and show you the keyboard layout with the key highlighted to help you find it. You must press the correct key to go on.

Use Accuracy and Speed Builders

This helps you improve your accuracy and increase your speed while typing the keys. There are six practice passages in the accuracy and speed builders for each lesson. To choose the passage you want to work on, move the cursor next to it and press **enter**. During the accuracy part of the activity, KeyWords will ask you to type each of the words as accurately as possible; then, it will give you the words in different sequences. After you pass the accuracy part of the activity, the speed builder will start, and KeyWords will ask you to type the words as quickly as you can. KeyWords will show you your goal before the speed builder, and afterwards, it will show you whether you met the goal.

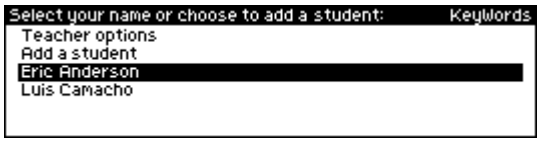
Take Accuracy and Speed Test

The test checks your proficiency typing these keys. When you choose this option, KeyWords shows you the goals you need to meet for accuracy and speed in order to pass the test. After you've finished the test, the screen shows your accuracy and speed scores, your goal, and whether you passed for accuracy and for speed. After each Accuracy and Speed Test, NEO 2 will send information about the student's KeyWords work to NEO Manager automatically (unless you are using offline mode).

How Students Send Information About Their KeyWords Work to the Teacher (to NEO Manager)

Information about KeyWords work is automatically sent after each accuracy and speed test; however, students can also send it by following these steps:

1. Start the KeyWords Wireless SmartApplet (see page 32).
2. Press the ↓ key until your name is highlighted in the list. Then, press **enter**.



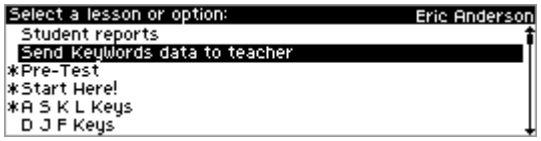
If you are using offline mode, you will not be asked to choose a Receiver network. *For details, see the* NEO 2 User Manual.

3. You may be shown a list of Networks that are available. (Networks are Renaissance Receivers connected to computers.) Use the up and down arrow keys to highlight the Receiver you want to connect to; then, press **enter**.

   If you have chosen a Receiver before, the program may ask if you want to stay connected. Press **Y** for yes or **N** for no; then, press **enter**. (If you choose no, you'll need to select another Receiver.)

4. Type your KeyWords password and press **enter**. (The password was assigned when you were added as a student.)

5. Use the up arrow key to highlight **Send KeyWords data to teacher**. Press **enter**.



6. If you want to send your data, leave **Y** selected. (If not, press **N**.) Press **enter**.
7. NEO 2 will notify you when the data has been sent. Press the space bar.

About the Post-Test

After you finish the KeyWords lessons, select the post-test. The post-test is similar to the pre-test; after viewing the instructions, type the text as instructed. At the end of the test, the screen will show you how many words per minute you typed and how many errors you made.

How Students View the Student Progress or Last Lesson Report

Students follow these steps to get reports about their work in KeyWords:

1. After starting the KeyWords Wireless SmartApplet, press the ↓ key until your name is highlighted in the list. Then, press **enter**.
2. Type your password and press **enter**.
3. On the Select Lesson or Option screen, press ↑ until **Student reports** is highlighted at the top of the list. Then, press **enter**.
4. Use the arrow keys to highlight the report you want; then, press **enter**.

The Student Progress Report includes all lessons you've worked on. It shows you your goals and your actual words per minute and accuracy, the accuracy and speed builders you've completed, and whether you've passed the test. The Last Lesson Report shows this information for the last lesson only.

5. The report will appear on the screen. Press one of these keys:
   - **Esc** to leave the report screen.
   - **Print** to print the report wirelessly. (You may be asked to choose a Renaissance Receiver.) The report will be sent to the default printer of the computer that has the Receiver connected.)
   - **Send** to send the report to a computer file or to an AlphaWord Plus file on NEO 2. Then, choose one of these options:
     - **Send directly to the computer:** If you choose this option, connect NEO 2 to a computer with the USB cable, open a program or file that can accept text, and press **send** again on the NEO 2.
     - **Transfer to an AlphaWord file:** If you choose this option, type the file number to transfer the report to. If there is text in that file, NEO 2 will notify you; if you want to continue, press **Y**. If the file is password-protected, you must enter the file password. The file that you send the report to will open in AlphaWord Plus on NEO 2.

If you want to send the report to a computer file, *when the report opens, you can immediately use the USB cable to connect NEO 2 to a computer and* ***then*** *press* ***send*** *to send the report directly to the computer file.*

How Teachers View a Group Progress Report from One NEO 2

Teachers follow these steps to get information about each student's last lesson on one NEO 2:

1. Start the KeyWords Wireless SmartApplet (see page 32).
2. With **Teacher options** highlighted, press **enter**.
3. Type the master password for this NEO and press **enter**. If you don't know the master password, contact Technical Support or set a new one using NEO Manager. For more information, see the *NEO 2 User Manual* on the Documentation CD or at www.renlearn.com/neo/downloads.
4. Press the ↓ key until **Create a group progress report** is highlighted; then, press **enter**.
5. The report will appear on the screen. Press one of these keys:
   - **Esc** to leave the report screen.
   - **Print** to print the report wirelessly. (You may be asked to choose a Renaissance Receiver.) The report will be sent to the default printer of the computer that has the Receiver connected.)

If you want to send the report to a computer file, *when the report opens, you can immediately use the USB cable to connect NEO 2 to a computer and* ***then*** *press* ***send*** *to send the report directly to the computer file.*

- **Send** to send the report to a computer file or to an AlphaWord Plus file on NEO 2. Then, choose one of these options:
  - **Send directly to the computer:** If you choose this option, connect NEO 2 to a computer with the USB cable, open a program or file that can accept text, and press **send** again on the NEO 2.
  - **Transfer to an AlphaWord file:** If you choose this option, type the file number to transfer the report to. If there is text in that file, NEO 2 will notify you; if you want to continue, press **Y**. If the file is password-protected, you must enter the file password. The file that you send the report to will open in AlphaWord Plus on NEO 2.

Other Tasks in KeyWords Wireless

For more information about the other options for teachers and students in KeyWords, see the *NEO 2 User Manual* on the Documentation CD or at www.renlearn.com/neo/downloads. You'll find information on the following:

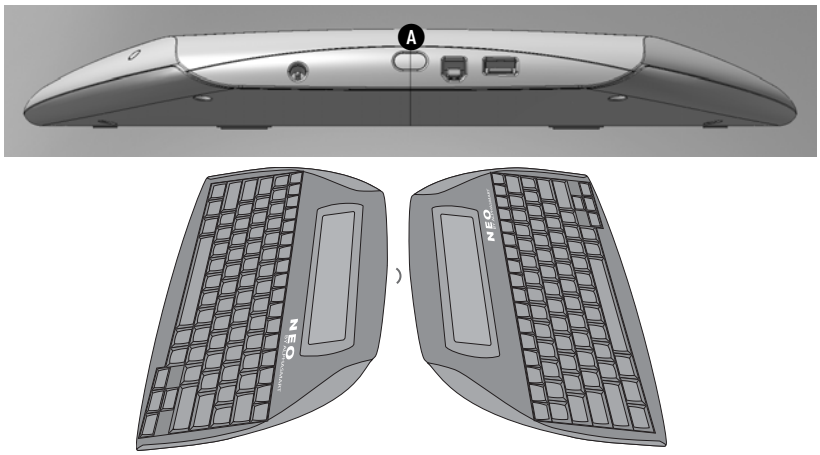
- Deleting students
- Requiring students to complete the lessons sequentially
- Setting a pre-test and post-test level for students
- Setting accuracy and speed goals for students
- Requiring students to use the opposite shift key when typing capital letters
- Requiring students to type the home row keys before each accuracy and speed builder activity and each test
- Requiring one or two spaces between sentences
- Setting KeyWords options using NEO Manager
- Retrieving KeyWords data and generating reports in NEO Manager
- Synchronizing KeyWords data with Renaissance Place (using NEO Manager) so that you can use the reports in KeyWords RP
- Using KeyWords RP to view reports about student work in KeyWords on NEOs
- Resources for KeyWords teachers
- KeyWords lessons

About Beamer

The Beamer SmartApplet uses infrared (IR) technology to send data from one NEO to another without using a cable. (You can also send data between a NEO 2 and an AlphaSmart 3000 running System 3 software, a Palm OS device, or a Dana.)

Follow these steps to beam files from one NEO to another:

1. Move the NEOs close to each other and aim their infrared ports Ⓐ at each other as shown below.



2. The sender should open the file he or she wants to send and press **ctrl-send**.

   The receiver should open the file space that he or she wants to receive the text into and press **ctrl-B**.

3. If the file that the receiver chose was not empty, a message will ask the receiver if he or she wants to overwrite it or append to it (that is, add the beamed text to the end of the file). The receiver should move the cursor next to an option and press **enter**.

See the *NEO 2 User Manual* to find out how to send password-protected files and how to change Beamer settings.

You can also beam files to your computer *using the AlphaBeam software. For more information, see the* NEO 2 User Manual.

If there is text in the clipboard, *NEO 2 will ask if you want to overwrite the clipboard with the file you're receiving. To continue and allow the clipboard to be overwritten, press* ***enter****.*

About the Control Panel

You can also change settings using NEO Manager, *which can send setting changes to several NEOs at the same time. For more information, refer to the* NEO 2 User Manual *on the Documentation CD or at www.renlearn.com/neo/downloads.*

The Control Panel lets you define settings for your NEO 2. To use the Control Panel, follow these steps:

1. Press the **applets** key.
2. Use the arrow keys to move the cursor next to **Control Panel**; then, press **enter**.
3. Move the cursor next to the settings you want to change; then, press **enter**.
4. Follow the instructions on the screen to make changes. For some settings, such as Spell Check or Calculator settings, you must enter the master password, which you can set using NEO Manager. The master password prevents students from changing these settings themselves. The table below gives you an overview of the Control Panel settings.

Setting	Description
Spell Check Settings	These settings are available: • Turn spell check off (or on) • Turn add words to user dictionary off (or on) (During a spell check, this determines whether the user can add words that aren't in the dictionary but are spelled correctly.) • Delete user dictionary (Deletes the custom dictionary that includes words you've added.) • Add new word to user dictionary
AlphaWord Settings	These settings are available: • Turn show marks in files on (or off) (Determines whether you see right arrows for tabs and carriage return arrows in the text you type. You can also change the setting by pressing **option-⌘-K**.) • Turn file passwords on (or off) (Allows you to set passwords for AlphaWord Plus files. You can also do this by pressing **ctrl-option-⌘-P** and entering the master password. All files initially will have the password *write*. To change the password for an individual file you're working in, press **option-⌘-P** or use the next setting.) • Change a specific file password • Reset all file passwords
Change Default AlphaWord Font	Lets you choose the font size (used in AlphaWord Plus only) based on the number of text lines that will fit on the NEO 2 screen. (Changes to font size don't apply to other SmartApplets.)
Turn Calculator Off	Lets you disable the calculator for this NEO 2.
Two-Button On Option	When this setting is on, you must press **enter** and **on/off** *together* to turn NEO 2 on instead of just pressing **on/off**. This is used to prevent the NEO 2 from being turned on accidentally.

Setting	Description
Set Screen Contrast	Lets you make the screen lighter or darker. Press ↑ or ↓ to change the setting (1–16). Lower numbers lighten the background and text; higher numbers darken the background.
Keyboard Command Reference List	Lets you view a list of keyboard shortcuts you can use to perform functions on the NEO 2.
View Keyboard Layout	Shows you the layout of keys on the keyboard with the currently selected layout. Press **shift** or **option** to see what characters are available when you press those keys with another key on the keyboard.
Display Battery Status	Shows you the state of the battery charge.
Change Keyboard Settings	These settings are available: • Change keyboard layout (Lets you choose a different keyboard layout; for details, see the *NEO 2 User Manual* on the Documentation CD or at www.renlearn.com/neo/downloads.) • Change slow keys setting (Sets how long you must hold down a key before the character appears on the screen—useful for those with unsteady hands or those who have difficulty targeting certain keys.) • Turn sticky keys on (In key combinations such as **ctrl-S**, this setting allows users to press the keys one at a time instead of simultaneously. For details, see the *NEO 2 User Manual*.)
Search for Networks	Lets you find and select a different Renaissance Receiver network. (You can also do this when you start the Responder SmartApplet.) Use the arrow keys to highlight the Receiver you want; then, press **enter**. (See page 11 to name a Renaissance Receiver network.)
About NEO 2	Lets you view information about NEO 2.
Wireless Security	Lets you enter the encryption key if it is required for NEO 2 to communicate with Renaissance Receivers. For more information, contact Renaissance Learning.
Update Text2Speech device	Lets you send updates to your Text2Speech device if you have one within range of the NEO 2 IR port.

About the Calculator

To use the calculator, follow these steps:

1. Press the **applets** key.
2. Press ↓ to move the cursor down next to **Calculator**. Then, press **enter**.
3. Enter the calculation using the keys listed below. When you press **=**, the calculator will show the answer to the right of the equation.
   - **+** to add, as in 89+91 = 180
   - **-** (the hyphen) to subtract, as in 9-2 = 7
   - ***** or **x** to multiply, as in 2*5 = 10
     (If you type **x**, the Calculator will show *****.)
   - **/** to divide, as in 18/2 = 9 or 100/2/10 = 5
   - **^** to raise a number to a power, as in 3^2 = 9
   - **e** to calculate scientific notation, as in 10e6 = 10000000
   - **(** and **)** to group calculations in complex formulas, as in (15*2) + 10/4 = 32.5

   If you finish one calculation and start the next one with an operator (+, -, *, etc.), Calculator starts the equation with the results of the previous equation. This does not apply to the e operator.

   To remove calculations, press **clear file**.
4. When you're ready to close the calculator, press **esc**.

You can disable the calculator using the Control Panel settings on the NEO 2 or the Settings tab in NEO Manager. This may be useful if you don't want students to have the calculator available when they're working calculations by hand.

To copy calculations so that you can paste them into an AlphaWord plus file, press shift-⌘-C. *Then, press* ***applets****, scroll up to AlphaWord Plus, press* ***enter****, and open the file you want to paste into. Press* ***ctrl-V****.*

Using NEO Share to Exchange Files with NEOs

NEO Share is a quick and easy way to send text or files to NEO 2 users and receive files back from them as you work with your group or classroom. Using NEO Share, you can:

- Copy or drag text from another source into NEO Share and immediately send it to NEOs.
- Make text files available for NEO 2 users to pick up, including Write On! lessons.
- Receive files that were sent back from NEO 2 users. You can open the files, print them, or save them.

NEO Share works on your computer desktop or with standard and interactive whiteboards or projectors.

You can install NEO Share from the CD (if you received one) or go to www.renlearn.com/neo/downloads/ to download it. To find out how to install and use NEO Share, see the instructions you received in your kit or with the downloaded software.

Other NEO Software and Downloads

To get the latest software, utilities, or manuals for NEOs, go to www.renlearn.com/neo/downloads. You'll find current versions of the NEO Manager software, which may include updates to your NEO system software or SmartApplets. You'll also find other software and utilities that can help you make the most of your NEOs.

About Renaissance Learning

Renaissance Learning, Inc. is a leading provider of technology-based school improvement and student assessment programs for K12 schools. Renaissance Learning's tools provide daily formative assessment and periodic progress-monitoring technology to enhance core curriculum, support differentiated instruction, and personalize practice in reading, writing, and math. Renaissance Learning products help educators make the practice component of their existing curriculum more effective by providing tools to personalize practice and easily manage the daily activities for students of all levels. As a result, teachers using Renaissance Learning products accelerate learning, get more satisfaction from teaching, and help students achieve higher test scores on state and national tests. Renaissance Learning has seven U.S. locations and subsidiaries in Canada and the United Kingdom.

P.O. Box 8036 | Wisconsin Rapids, WI 54495-8036 | (800) 338-4204 | www.renlearn.com

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